

Research Program Specialist I

Knowledge, Skill, Ability, and Personal Characteristic Statements Rating Results

1.	Knowledge of research design methods to conduct research projects and evaluation studies.
2.	Knowledge of the scientific method and its appropriate uses and applications in order to develop and critique research projects and assignments.
3.	Knowledge of data collection methods (e.g., survey, interviews) to ensure the proper use and validation of the research results.
4.	Knowledge of appropriate sampling techniques required to produce statistically reliable and valid research results.
5.	Ability to conduct a literature review using various resources (e.g., library, internet) to compile information and data from academic journals, research publications, and online sources.
6.	Knowledge of practices required to ensure and maintain data security, including securely transmitting confidential data.
7.	Ability to design and develop research methodologies required to ensure the collection and analysis of appropriate, meaningful, and unbiased data.
8.	Ability to conduct program evaluation studies including the systematic analysis of program requirements, goals, and outcomes to ensure program effectiveness.
9.	Ability to identify required data, information, materials, and resources needed to complete/perform a project.
10.	Knowledge of basic arithmetic techniques (e.g., addition, subtraction, multiplication, division, decimals, percentages, fractions) to analyze numerical data.
11.	Ability to perform basic arithmetic techniques (e.g., addition, subtraction, multiplication, division, decimals, percentages, and fractions) to analyze numerical data.
12.	Knowledge of advanced mathematical techniques (e.g., logarithms, linear algebra, calculus) to analyze numerical data.
13.	Knowledge of descriptive statistical analysis techniques (mean, median, mode) to formulate conclusions and recommendations.
14.	Ability to conduct and interpret descriptive and/or inferential statistical analyses using appropriate software (SPSS,SAS, EXCEL) to test research hypotheses and to formulate conclusions and recommendations.
15.	Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to research problems.
16.	Knowledge of problem-solving techniques and processes to facilitate the identification and resolution of issues related to the completion of work assignments.

17.	Ability to determine how a system or process works and how changes in inputs, operations, and environmental conditions would affect outcomes.
18.	Ability to use sound research methods and principles to reach conclusions and/or make recommendations. .
19.	Ability to analyze and evaluate the impact of programs, procedures, business processes, and/or policies.
20.	Ability to analyze statistical data to reach sound conclusions and/or make recommendations.
21.	Ability to interpret data obtained through formal data gathering techniques (e.g., surveys, questionnaires, and interviews.)
22.	Ability to verify the validity and accuracy of data collected.
23.	Ability to proofread and edit written materials (e.g. memos, letters, reports, and procedures) to ensure that they are accurate and clear.
24.	Ability to read and comprehend complex or technical information in order to interpret or explain it to others.
25.	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are complete, concise, and error-free.
26.	Ability to communicate information clearly and concisely, in writing, to audiences with varying levels of understanding.
27.	Ability to write reports, policies, and procedures using proper grammar, punctuation, and sentence structure.
28.	Ability to visually present flow charts to convey process representations using various tools and methods (e.g., Visio, Word)
29.	Knowledge of time management techniques to provide for efficient prioritization and completion of projects and assignments.
30.	Ability to be objective and flexible to adapt to changes in priorities and work assignments.
31.	Ability to work on multiple projects and assignments simultaneously.
32.	Ability to complete work under critical timelines to meet project objectives and deadlines.
33.	Ability to develop and prioritize short-range and long-range plans and schedules that coordinate with operating goals and objectives of the department.
34.	Ability to work independently to complete projects in a timely fashion.
35.	Ability to work as a member of a team to complete projects in a timely fashion.
36.	Ability to verbally communicate with others to convey information effectively.
37.	Ability to develop and maintain cooperative relationships (e.g., with governmental agencies, advocates, the public) to promote an environment that is conducive to carrying out research.
38.	Ability to communicate with internal and external stakeholders with diplomacy and tact, especially concerning difficult and sensitive issues.

39.	Ability to facilitate meetings and discussions in a manner that ensures participants remain focused on the intended topic and encourages active participation.
40.	Ability to orally present research findings and/or other technical materials at the appropriate level of complexity for audiences of varying levels of understanding.
41.	Ability to provide clear and accurate verbal instructions and directions to individuals with various levels of technical expertise.
42.	Ability to access and process data located on large databases, servers, mainframes and/or desktop PCs.
43.	Knowledge of word processing software (e.g., Microsoft Word) to prepare correspondence and reports.
44.	Knowledge of spreadsheet software (e.g., Microsoft Excel) to prepare spreadsheet summaries and reports.
45.	Knowledge of database software (e.g., Access, Excel, SQL) to store and manage data.
46.	Knowledge of various data software programs (e.g., SAS, SPSS, Access, Excel) to aid in statistical analysis of data.
47.	Ability to use statistical software (e.g., SAS, SPSS, Access, Excel) to enter, manage and analyze data.
48.	Knowledge of software used to create visual process flow charts (e.g., Visio, word).
49.	Knowledge of electronic mail and calendaring software (e.g., Microsoft Outlook, GroupWise) for e-mail and calendaring purposes.
50.	Ability to function as a technical lead for complex projects to ensure there timely completion.
51.	Ability to recognize when issues, activities, and/or decisions need to be elevated to management.
52.	Ability to monitor work of project team members to ensure that it meets quality, quantity, and timeliness standards.
53.	Ability to maintain high ethical standards in completing all assignments and projects.